

OLYMPIC STEEL

Internal Job Posting

CNC Planning Specialist (A4) **Cleveland Division**

Posted on 5/23/08

The Cleveland Division has an immediate need for a CNC Planning Specialist. This position is responsible for developing a production schedule and implementing it daily. Works with production planning staff to help keep schedules on track. Responsible for matching production capacity needs to workforce and working with supervisor to increase or decrease hours. Also responsible for load leveling the production schedule. Works closely with Sales and Operations Manager to help develop schedule. Performs a variety of tasks related to computer numeric controlled production equipment. Responsible for the programming of CNC production equipment. Makes updates or corrections to program as needed. Responsible for basic upkeep of the program

Principal Duties and Responsibilities:

- **CNC Programming**
 - Responsible for all programming of CNC equipment
 - Uses their knowledge of the working properties of metals and CNC programming to design programs for CNC machines needed to meet precise customer specifications
 - Reviews computer aided/automated design (CAD) blueprints of the specified part
 - Turns the planned machining operations into a set of instructions
- **Planning & Scheduling Duties**
 - May assist Management in determining what steel to use for specific jobs and distributes factory orders to individual work areas/machines as directed
 - Monitors incoming orders and incorporates into production schedule
 - May assign or re-assign material to orders as necessary
 - Works with sales on managing top accounts and repeating orders
 - Focus on movement of aged inventory
 - May assist with designing the layout of the plant or layouts of materials in the plant to achieve maximum efficiency
 - May apply steel sheets, strip mill plates, and plates to orders per strategy set by Management
- **Schedule Maintenance, Quality Assurance, & Miscellaneous Responsibilities**
- **Process Improvement**
- **Customer Service**
- **Other duties as assigned**

Skills/Competencies/Experience/Education:

- 5+ years experience in related field required
- Aggressive and versatile in work type
- Exceptional organizational skills and multi-tasking skills required
- Proven teamwork skills, with the ability to work independently
- Strong interpersonal, verbal and written communication skills required
- Bachelor's degree preferred

Qualified candidates interested in this opportunity, please send resumes with cover letter to:
Dawn Baker or Cleveland.jobs@olysteel.com by June 2, 2008.

Interested internal candidates must meet the minimum job qualifications identified above, have a current performance rating of satisfactory or better, & have completed at least one year of service in current position (service time exceptions may apply).

Please remember the Employee Referral Program – a bonus of \$250 is paid to any employee that refers a candidate to Olympic who is then hired into a full-time regular position and successfully performs in the position for at least 90 days.

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